<u>Students New to the District Application - User Guide for Online Registration 2024-2025</u>
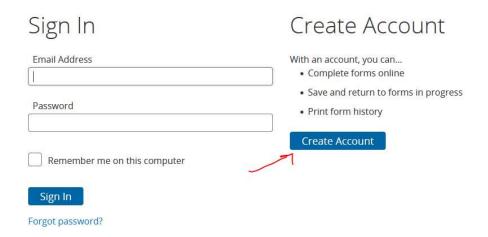** This Guide is for the Parent

- This guide is for a parent to complete if their child is new to the District
- Only one parent will need to complete the online registration.
- If you are a parent with a returning student, please see the Enrollment User Guide.

1)To begin, click this link:

https://enrollment.powerschool.com/family/gosnap.aspx?action=200002903&culture=en
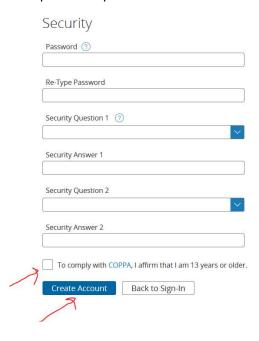
Your page will look like this:

2)Next, click 'Create Account.'

After clicking 'Create Account,' you will be brought to this screen:

Create an Account

Enter the following required information to continue. **This account is meant to be created by an adult family member.** It is important to create only one account per household so that the system will be able to save and access your information correctly.

Don't Have an Email Address? We suggest that you obtain a free email account online through Google or Yahoo.

Profile

First Name

Last Name

Daytime Phone
Used to provide support, if requested. Enter entire number, including area code.

Email Address
Used for sign in and important communication.

3)Fill out the following questions. This is where you will create your Enrollment account.

Complete the question and click the check box to comply and then 'Create Account.'

Security

Password

Re-Type Password

Security Question 1

Security Answer 1

Security Question 2

Security Answer 2

☐ To comply with COPPA, I affirm that I am 13 years or older.

[Create Account] [Back to Sign-In]

4)Continue filling in the questions.
Please make sure to click '2024-2025' for Academic year.

For Academic Year required

2024 - 2025

Place of Birth

Country of Birth required

United States of America

State of Birth required

- Select -

City of Birth required

Is the applicant an international student?

5)Complete the household questions and click Next

Household Information

Primary Household Information

Home Phone required
XXX-XXX-XXXX

601-260-0841

Address required
where the student resides

2781 Star Trek Drive

Apt / Unit / Ste

City required

Fort Walton Beach

6)Complete the Applicant Questionnaire

Applicant Questionnaire

What factors contributed to the decision to apply to our school? `required`

```
|
```

Characters Remaining: 500

What words or phrases come to mind when describing the applicant? `required`

```
```

Characters Remaining: 500

7)Complete the Electronic Signature page and click Next

Electronic Signature

The electronic signature below and its related fields are treated by the organization as a physical handwritten signature on a paper form.

I verify that all the information provided is true and correct to the best of my knowledge.

I agree `required`

```
- Select -                              ▼
```

Electronic Signature `required`
type name of parent/guardian

```
```

Date `required`
mm/dd/yyyy

```
```

8)The Summary page will tell you what was missed while completing the Application.

Click the 'Find Invalid Fields' button and the system will take you to what needs to be completed. Once you see all green check marks, please click Submit

Summary

We found some missing or incorrect information on the following pages.

PAGE	STATUS
Applicant	✅
Household Information	🔴 9
Applicant Questionnaire	🔴 5

[Find Invalid Fields] ⬅

9)Submit your Electric signature if needed again.
This completes the application process. You should receive an email from the school telling you what is next.

Click 'Completed Form' if you'd like to Print your student's application.

Please click 'Student Enrollment' if you have another New Student that needs to Apply.

If your student is already Enrolled in a school at our district, please complete an Enrollment form. See Enrollment User Guide. You will need your PowerSchool login. Contact the school if you do not have one or are unable to login to the Parent Portal.

Student Enrollment 2024-2025 (Bob)

Next Steps

1. **Print a copy of the Completed Form for your records (optional)**
   Now that you've submitted your Student Enrollment you must contact the school to make any adjustments.

2. **Download any applicable supplemental forms**

3. **Complete a Student Enrollment for another student (please choose this if filling out form for additional New Student Applicant)**
   This process must be completed for each child attending Diocese of Altoona Johnstown Schools.

4. **Complete a Student Enrollment for another student (please choose this option if filling out form for Returning Student)**
   Return to your PowerSchool Parent Portal and select the Student Enrollment for each child attending Diocese of Altoona Johnstown Schools.

Contact Information

Please contact your school with questions or email helpdesk@dioceseaj.org

WARNING: DON'T FORGET TO SELECT THE "SAVE & SIGN OUT" OPTION WHEN FINISHED, ESPECIALLY WHEN USING A SCHOOL OR PUBLIC COMPUTER. THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE.

FAQ's:

Question:

Help! I'm having technical difficulties.

For technical support, visit:

https://help.powerschool.com/t5/Support-Case-Chat/ct-p/SupportCaseChat

PowerSchool Enrollment (Registration) provides comprehensive support to assist families in accessing and completing online forms.

- Families can utilize PowerSchool Enrollment (Registration) Support if they are having difficulty accessing a form, are unable to log in to their account, have forgotten their password, are having technical issues with a form, or if a form has been linked to the wrong user account.

Question:

I'm not sure how to answer a question. I don't know what the question is asking.

You can contact your school/district to ask any general questions about the form.